

**Carson City Culture & Tourism Authority
Agenda Report**

Date Submitted: 02/04/25

Agenda Date Requested: 02/10/25

Time Requested: 5 Minutes

To: Carson City Culture & Tourism Authority (“CTA”) - Board of Directors (“CTA Board”)

From: Chris Kipp, Operations & Finance Manager (ckipp@visitcarsoncity.com)

Subject Title: Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for December 2024.

Staff Summary: *The CTA Board will review the invoice listing for accounts payable checks totaling \$122,290.20 and P-card charges totaling \$30,288.35 for December 2024, for possible approval.*

Background:

Type of Action Requested:

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify) Presentation Only

Recommended Board Action: I move to approve the CTA Account Activity Statement of Accounts Payable Checks and the P-card charges for December 2024.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact:

Explanation of Impact:

Funding Source:

Supporting Material/Attachments: CTA Invoice Listing of Accounts Payable Checks & P-Card Charges for December 2024.

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
740										CARSON CITY TOURISM AUTHORITY
740		143000								PREPAID
	000336	CARSONCITYCHAMBEROFC	15907	0	2025	6	INV P	161.99	010325KH 903119105	7407200-500545 02/0
	006717	PHOTOSHELTERINC	INV01181234	0	2025	6	INV P	2,990.27	122724LW 903119025	7407201-500625: PRE
								ACCOUNT TOTAL		3,152.26
					ORG 740		TOTAL			3,152.26
7407200										CTA - EXECUTIVE
7407200	500440									BUILDING RENTAL
	000360	CARSONCITYSQUARELLC	2587	0	2025	6	INV P	4,112.10	121324KH 903118553	202412 Rent & SWG
								ACCOUNT TOTAL		4,112.10
7407200	500444									OFFICE EQUIPMENT RENTAL
	001589	PITNEYBOWESINC	3320063253	0	2025	6	INV P	195.66	010325KH 903119149	10/29/24-01/28/25 L
	001669	UBEOWESTLLC	4707442	0	2025	6	INV P	108.68	121324KH 903118684	11/23/24-12/22/24 M
	001669	UBEOWESTLLC	4739009	0	2025	6	INV P	108.68	010325KH 903119166	12/23/24-01/22/25 M
								217.36		
								ACCOUNT TOTAL		413.02
7407200	500545									MEMBERSHIP / PUBLICATIONS
	000336	CARSONCITYCHAMBEROFC	15907	0	2025	6	INV P	113.01	010325KH 903119105	7407200-500545 02/0
								ACCOUNT TOTAL		113.01
7407200	500625									OPERATING SUPPLIES
	000425	CHARTERCOMMUNICATION	230475701120124	0	2025	6	INV P	109.99	122024KH 903118743	Internet 12/01/24-1
	000724	FIRSTCHOICESERVICES	RE-75859	0	2025	6	INV P	54.00	121324KH 903118569	202412 Rental
								ACCOUNT TOTAL		163.99
7407200	500712									POWER
	001458	NVENERGY	67482002802337-11/24	0	2025	6	INV P	207.69	121324KH 903118616	10/29/24-11/27/24
								ACCOUNT TOTAL		207.69
7407200	500713									HEATING
	000360	CARSONCITYSQUARELLC	2587	0	2025	6	INV P	19.28	121324KH 903118553	202412 Rent & SWG
								ACCOUNT TOTAL		19.28
7407200	502512									3/8% NCOT
	001342	NEVADADEPARTMENTOFTA	202410NVTAX	0	2025	6	INV P	9,566.33	122724LW 903119010	202410 NCOT 3/8%
								ACCOUNT TOTAL		9,566.33

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6																			
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION									
				ORG 7407200				TOTAL		14,595.42									
7407201				CTA - MARKETING															
7407201 500340			CONTRACT EMPLOYEES																
000273 BREWERYARTSCENTER			1244	0	2025	6	INV	P	2,700.00		010325KH	903119101	Facility Rental for						
002487 KATHARINEJCOX			1126M	0	2025	6	INV	P	460.00		121324KH	903118584	Silver & Snowflake-						
				ACCOUNT TOTAL				3,160.00											
7407201 500349			CONTRACTUAL SERVICES																
001050 KPS3			00002461	0	2025	6	INV	P	82,015.61		122724LW	903118983	202411 Creative Con						
				ACCOUNT TOTAL				82,015.61											
7407201 500444			OFFICE EQUIPMENT RENTAL																
001669 UBEOWESTLLC			4707442	0	2025	6	INV	P	108.68		121324KH	903118684	11/23/24-12/22/24 M						
001669 UBEOWESTLLC			4739009	0	2025	6	INV	P	108.68		010325KH	903119166	12/23/24-01/22/25 M						
								217.36											
				ACCOUNT TOTAL				217.36											
7407201 500542			PRINTING/ADVERTISING																
002428 LYDIABECK			BECK241120	0	2025	6	INV	P	96.36		122724LW	903118991	Reimburse Hosting I						
003081 TRAVELSCAPELLC			1000027629	0	2025	6	INV	P	10,000.00		010325KH	903119164	RT-25-01-007 NV Fal						
				ACCOUNT TOTAL				10,096.36											
7407201 500625			OPERATING SUPPLIES																
002428 LYDIABECK			BECK241028	0	2025	6	INV	P	49.99		122724LW	903118991	WC Movie Reimburse						
006717 PHOTOSHELTERINC			INV01181234	0	2025	6	INV	P	3,584.73		122724LW	903119025	7407201-500625: PRE						
				ACCOUNT TOTAL				3,634.72											
				ORG 7407201				TOTAL		99,124.05									
7407205				CCTA - EVENTS & SALES															
7407205 500340			CONTRACT EMPLOYEES																
002746 BRIANLONDON			374	0	2025	6	INV	P	2,475.00		122724LW	903118938	A/C Special Event T						
				ACCOUNT TOTAL				2,475.00											
7407205 500444			OFFICE EQUIPMENT RENTAL																
001669 UBEOWESTLLC			4707442	0	2025	6	INV	P	217.36		121324KH	903118684	11/23/24-12/22/24 M						
001669 UBEOWESTLLC			4739009	0	2025	6	INV	P	217.36		010325KH	903119166	12/23/24-01/22/25 M						
								434.72											

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6										
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
ACCOUNT TOTAL							434.72			
ORG 7407205 TOTAL							2,909.72			
7407254					CTA - ARTS & CULTURE 1%					
7407254	500349				CONTRACTUAL SERVICES					
001050	KPS3	00002461		0	2025	6 INV P	508.75	122724Lw	903118983	202411 Creative Con
ACCOUNT TOTAL							508.75			
7407254	500540				PUBLICITY/SPECIAL EVENTS					
000273	BREWERYARTSCENTER	1245		0	2025	6 INV P	2,000.00	122724Lw	903118937	2024 TamaLe Festiva
ACCOUNT TOTAL							2,000.00			
ORG 7407254 TOTAL							2,508.75			
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:							122,290.20			

** END OF REPORT - Generated by Chris Kipp **

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12270	*****3550	ZACHARY BRAGDON	7200	122024	Converted	2025/05	0.00
GL Effective Date: 11/12/2024		Invoice Date: 11/12/2024					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
89664	BEST-BUY - THUDERBOLT 3 (USB	BEST-BUY STORES, L.P.	1940228018	11/13/2024	11/14/2024	11/18/2024	49.00
90374	BEST-BUY - THUDERBOLT 3 (USB	BEST-BUY STORES, L.P.	1940228714	12/02/2024	12/03/2024	12/05/2024	-49.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	49.00	
7407201	500625	OPERATING SUPPLIES		N	N	-49.00	
12306	*****4100	LINDA MACAULEY	7200	122024	Converted	2025/05	67.03
GL Effective Date: 11/12/2024		Invoice Date: 11/12/2024					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
90037	SIERRA OFFICE SOLUTIONS - 08	P-CARD OTP VENDOR	1940228390	11/26/2024	11/27/2024	12/02/2024	8.26
90303	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC	1940228644	12/02/2024	12/03/2024	12/05/2024	58.77
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	58.77	
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	8.26	
12343	*****1760	ERIC BROOKS	7200	012025	New	2025/06	1,162.99
GL Effective Date: 12/10/2024		Invoice Date: 12/10/2024					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
90394	NASHVILLE - SENSE OF PLACE	P-CARD OTP VENDOR		12/06/2024	12/09/2024	12/10/2024	1162.99
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	1162.99	
12352	*****4100	LINDA MACAULEY	7200	012025	New	2025/06	24.57
GL Effective Date: 12/10/2024		Invoice Date: 12/10/2024					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
90409	OFFICE DEPOT - WINTER'S CHAR	OFFICE DEPOT INC		12/06/2024	12/09/2024	12/10/2024	24.57
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	24.57	

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Mike Jones, CCCTA Chairman

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12365	*****8725	CHRISTINE KIPP	7200	012025	New	2025/06	837.69

GL Effective Date: 12/10/2024 Invoice Date: 12/10/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
90442	RTT MEETING LUNCHES 12/06/24	P-CARD OTP VENDOR		12/06/2024	12/09/2024	12/10/2024	52.00
90670	VERIZON - 11/20/24-12/19/24	P-CARD OTP VENDOR		12/10/2024	12/10/2024	12/16/2024	374.83
90671	CLOUDWAYS - 2024 NOV WEBSITE	P-CARD OTP VENDOR		12/09/2024	12/10/2024	12/16/2024	68.92
91263	ADOBE 12/20/24-01/19/25 CREA	P-CARD OTP VENDOR		12/20/2024	12/23/2024	12/30/2024	341.94

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	113.98
7407200	500710		TELEPHONE		Y-Apprv	N	307.64
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	274.90
7407205	500625		OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500625		OPERATING SUPPLIES		Y-Apprv	N	49.99
7407254	500710		TELEPHONE		Y-Apprv	N	67.19

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City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12393	*****5118	David Peterson	7200	012025	New	2025/06	23,145.19
GL Effective Date: 12/10/2024		Invoice Date: 12/10/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
90510	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/07/2024	12/09/2024	12/10/2024	500.00
90511	STACKADAPT - DISPLAY ADS 12/	P-CARD OTP VENDOR		12/08/2024	12/09/2024	12/10/2024	728.94
90512	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/07/2024	12/09/2024	12/10/2024	1750.00
90733	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/09/2024	12/10/2024	12/16/2024	500.00
90734	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/09/2024	12/10/2024	12/16/2024	165.61
90735	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/09/2024	12/10/2024	12/16/2024	337.72
90736	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/12/2024	12/13/2024	12/16/2024	500.00
91019	STACKADAPT - DISPLAY ADS 12/	P-CARD OTP VENDOR		12/15/2024	12/16/2024	12/23/2024	586.98
91020	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/16/2024	12/16/2024	12/23/2024	1950.00
91021	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/14/2024	12/16/2024	12/23/2024	500.00
91022	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/17/2024	12/18/2024	12/23/2024	500.00
91023	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/19/2024	12/19/2024	12/23/2024	500.00
91024	TIKTOK - PAYMENT CARD VERIFI	P-CARD OTP VENDOR		12/18/2024	12/19/2024	12/23/2024	10.00
91025	TIKTOK - PAYMENT CARD VERIFI	P-CARD OTP VENDOR		12/18/2024	12/19/2024	12/23/2024	-10.00
91314	TIKTOK - PAYMENT CARD VERIFI	P-CARD OTP VENDOR		12/18/2024	12/23/2024	12/30/2024	500.00
91315	STACKADAPT - DISPLAY ADS 12/	P-CARD OTP VENDOR		12/22/2024	12/23/2024	12/30/2024	1794.29
91316	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/22/2024	12/23/2024	12/30/2024	500.00
91317	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/23/2024	12/23/2024	12/30/2024	2000.00
91318	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/20/2024	12/23/2024	12/30/2024	500.00
91319	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/23/2024	12/24/2024	12/30/2024	500.00
91320	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/24/2024	12/26/2024	12/30/2024	500.00
91321	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/25/2024	12/26/2024	12/30/2024	500.00
91322	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/26/2024	12/27/2024	12/30/2024	500.00
91511	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/29/2024	12/30/2024	01/06/2025	500.00
91512	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/28/2024	12/30/2024	01/06/2025	500.00
91513	STACKADAPT - DISPLAY ADS 12/	P-CARD OTP VENDOR		12/29/2024	12/30/2024	01/06/2025	2073.91
91514	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/30/2024	12/31/2024	01/06/2025	500.00
91515	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/30/2024	12/31/2024	01/06/2025	2000.00
91516	STACKADAPT - DISPLAY ADS 12/	P-CARD OTP VENDOR		01/01/2025	01/02/2025	01/06/2025	894.22
91517	GOOGLE - MEDIA BUYS 01/01/25	XXVI HOLDINGS INC.		01/01/2025	01/02/2025	01/06/2025	363.52
91518	GOOGLE - MEDIA BUYS 01/02/25	XXVI HOLDINGS INC.		01/03/2025	01/03/2025	01/06/2025	500.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	22989.70
7407201	500542	PRINTING/ADVERTISING		N	N	-10.00
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N	165.49

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12397	*****6540	STUART WEXLER	7200	012025	New	2025/06	79.92

GL Effective Date: 12/10/2024 Invoice Date: 12/10/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
90530	TRADER JOE'S - TOUR OPERATOR	P-CARD OTP VENDOR		12/08/2024	12/09/2024	12/10/2024	79.92

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	79.92

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12410	*****1023	LYDIA BECK	7200	012025	New	2025/06	1,237.99

GL Effective Date: 12/10/2024 Invoice Date: 12/10/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
90557	WALMART - WINTER CAMPAIGN -	P-CARD OTP VENDOR		12/04/2024	12/05/2024	12/10/2024	99.20
90558	FEDERAL HOTEL - OCCUPANCY TA	P-CARD OTP VENDOR		12/03/2024	12/05/2024	12/10/2024	-19.58
90559	AMAZON - WINTER CAMPAIGN - M	P-CARD OTP VENDOR		12/06/2024	12/06/2024	12/10/2024	631.65
90560	AMAZON - WINTER CAMPAIGN - M	P-CARD OTP VENDOR		12/06/2024	12/06/2024	12/10/2024	87.96
91097	NASHVILLE - HOSTING SRVIVRS	P-CARD OTP VENDOR		12/12/2024	12/16/2024	12/23/2024	23.89
91098	CANVA - FY25/26 SPLIT 740720	P-CARD OTP VENDOR		12/16/2024	12/19/2024	12/23/2024	119.40
91358	MAILCHIMP - 11/25/24-12/24/2	P-CARD OTP VENDOR		12/23/2024	12/26/2024	12/30/2024	230.00
91560	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		01/01/2025	01/02/2025	01/06/2025	64.95
91561	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		01/02/2025	01/02/2025	01/06/2025	0.52

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000	PREPAID		N	N	54.96
7407201	500542	PRINTING/ADVERTISING		N	N	-19.58
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	1202.61

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12495	*****7554	David Peterson	7200	012025	New	2025/06	3,800.00

GL Effective Date: 12/10/2024 Invoice Date: 12/10/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
91178	US TRAVEL - FY25/FY26 SPLIT	P-CARD OTP VENDOR		12/17/2024	12/19/2024	12/23/2024	3800.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000	PREPAID		N	N	1915.62
7407200	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv	N	1884.38

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